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15 OCT 1954

TO : Members of the CIA Career Council

SUBJECT: Amendment to Regulation [REDACTED] Promotion

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1. PROBLEM:

To supplement paragraph 2b of [REDACTED] Promotion, with respect to designating lines of work wherein two-grade promotions represent the normal progression within the grade range GS-5 through GS-11.

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2. ASSUMPTION:

The Agency will continue to adhere, insofar as possible, to the principles of the Classification Act of 1949, and to Federal Personnel procedures promulgated by the U.S. Civil Service Commission in connection with its implementation.

3. FACTS BEARING ON THE PROBLEM:

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- a. Paragraph 2b, [REDACTED] Promotion, 30 April 1954 states, "Promotions will be limited to one grade except where double grade stages have been established as the normal progression within the grade range GS-5 through GS-11".
- b. Clearly defined promotion progression patterns for all lines of work within the GS-5 to GS-11 range in CIA do not exist today. Within the "professional" field (Intelligence Officers, Medical Officers, Chemists, etc.), two-grade promotion stages have been invariably used; but within the "semi-professional, technician, and clerical" lines of work, promotions have been made generally but not exclusively at one grade intervals.

4. DISCUSSION:

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- a. Effective administration of Regulation [REDACTED] Promotion, with respect to proposed promotion actions within the GS-5 to GS-11 range has been complicated by the absence of guidelines as to the normal promotion progression for each line of work. Operating officials and personnel technicians alike have had problems in determining in

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individual cases whether a one or two grade promotion was in order, and the maintenance of consistency in actions taken over a period of time has been difficult.

- b. Similarly, Career Boards and officials currently engaged in developing long range career plans for employees are limited in projecting planned assignments which involve future advancement of employees concerned.
 - c. To meet the demonstrated need for a systematic and understandable method of designating lines of work according to normal progression patterns, an analysis of the Agency Occupational Structure to determine logical groupings of positions for progression purposes was conducted. In this study, consideration was given to promotion progression practices elsewhere in the Federal Government and in private industry. The approach used and the results of this study are set forth in detail in Annex 1 hereto. The normal progressions therein determined for each line of work are specified in proposed Agency Notice, Annex 2.
 - d. Since the Agency Occupational Structure is dynamic in nature, provision must be made for determining the normal progression for new lines of work which evolve or are required by new functions or programs. This responsibility most logically is assignable to the Assistant Director for Personnel. Accordingly, provision is made for including this function in the existing Regulation [REDACTED] by the proposed amendment attached as Annex 3. The amendment also provides for the modification of "time-in-grade" requirements whenever officials desire to utilize a one grade promotion within a line of work in which the normal progression is by two-grade stages.
5. CONCLUSIONS:
- a. Designation of lines of work according to whether the normal progression is at one or two grade stages within the GS-5 to GS-11 range is necessary for the proper administration of Regulation [REDACTED] Promotion as well as for career planning purposes.

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- b. The Assistant Director for Personnel should be designated as responsible for the determination of normal progression patterns for all lines of work, for arranging for publication of this information for the use of Agency Components, and for making necessary changes as required.
- c. Where one-grade promotions are authorized in a line of work in which two-grade stages represent the normal progression, the minimum months of CIA experience in the employee's current grade to qualify him for the one-grade promotion should be established at one-half the time required for the normal two-grade promotion.
- d. Publication of the Proposed Notice [REDACTED], Annex 2, will provide initially normal promotion progressions for lines of work currently existing in the Agency.
- e. The method of determining normal promotion progressions, Annex 2, should be followed in making future determinations as new lines of work come into existence in the Agency.
- 6. ACTION RECOMMENDED:
 - a. Statements set forth in Conclusions above be approved.
 - b. The proposed amendment to Regulation [REDACTED] (Annex 3) and the proposed Agency Notice [REDACTED] (Annex 2) be approved for publication.

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ANNEXES:

- 1 - Study - Normal Promotion Progressions
- 2 - Proposed [REDACTED]
- 3 - Proposed [REDACTED] Amendment

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